

**BY ORDER OF THE COMMANDER  
911 AIRLIFT WING**

**911 AIRLIFT WING INSTRUCTION 41-2238**

**9 JULY 2014**



**Medical**

**SELF-AID AND BUDDY CARE**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 36-2644, *Self-Aid and Buddy Care Training*. It complies with standards set forth by AFI 36-2201, *Air Force Training Program*. It applies to all personnel assigned to the 911 AW. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional’s chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

The content within this AWI has been modified from the previous superseded edition. Major changes pertain to SABC CBT training. SABC CBT training now can be taught in a mass briefing by downloading the ADLS presentation.

**1. General.** Self- Aid and Buddy Care (SABC). SABC is a training program that implements basic life saving techniques and practical skills. This training better equips all Air Force Personnel in deployed locations and at home station.

1.1. SABC is a mandatory requirement for all Air Force Personnel.

1.1.1. SABC is a Tier 2A, Deployment-Ready EST requirement. Completion of this training is a requirement to maintain mission-ready status to produce a deployment-ready AF individual, up to and including a Major Combat Operation (MCO).

## **2. Responsibilities.**

2.1. The 911 ASTS/CC will appoint in writing a base SABC Advisor and alternate.

2.1.1. The base SABC advisor will:

2.1.1.1. Maintain a copy of the appointment letters for all SABC monitors and instructors for each unit in the 911 AW.

2.1.1.2. Schedule and conduct SABC instructor training for all units in the 911 AW.

2.1.1.3. Provide letters of certification to the unit commanders for each person successfully completing the SABC instructor training program.

2.1.1.4. Evaluate all unit SABC programs annually.

2.1.1.5. Verify instructors teach at least three courses every 24-months to maintain certification.

2.1.1.6. Ensure classes do not exceed instructor to student ratio of 1:10.

2.1.1.7. Validate SABC computer based training, followed by the Hands-on skill being accomplished within 6 months of entering the postured AEF vulnerability period or every 24 months for enablers.

2.1.1.8. Brief SABC medical unit statistics at the Medical Readiness Staff Function (MRSF)/Executive Management Committee.

2.1.2. Brief Wing leadership at least quarterly on SABC training stats at the weekly staff meeting or the pre-UTA Commander's Meeting.

2.1.3. Provide Squadron/Unit CCs training stats by updating the Pre-UTA Commander's Meeting slides two days prior to the UTA.

2.2. All Squadron/Unit CCs will appoint a squadron SABC Monitor, an Alternate and two instructors in writing.

2.2.1. Squadron/Unit Commanders will ensure their units maintain the Air Force goal of 80% for SABC training.

2.2.2. Squadron/Unit Commanders will ensure that all deploying personnel are current in SABC before out processing the 911 AW.

## **3. SABC Monitors: Hands-on Training.**

3.1. Unit monitors will ensure all personnel maintain currency, accomplish CBTs, and attend hands-on training.

3.2. Members with upcoming deployments will have precedence.

3.2.1. Unit monitors will ensure all military personnel attending the training are in status at the time of taking the hands on class.

3.2.2. Upon completion of the training, the Unit monitor will update training rosters and databases to ensure the member receives credit for training.

3.2.3. Brief the squadron/unit commander monthly on unit statistics and due/overdue personnel.

#### **4. Individuals receiving Training.**

4.1. All personnel attending the hands-on training will bring a copy of their SABC computer based training (CBT) certificate, which is to be dated no earlier than 90 days prior to hands-on training. This certificate is to be given to the SABC Hands-on instructor and in turn it will be given to the Wing advisor that is present.

4.2. Any member without their CBT certificate will not be allowed to complete the hands-on training. All members that do not attend the training will be reported to their respective Unit Commander and rescheduled automatically for the following month. If the member fails to report a second time, their group commander will be notified.

4.3. Training other than the monthly hands-on training will be scheduled by the unit SABC monitor.

4.3.1. The Unit monitor will notify the Wing advisor prior to the training taking place.

#### **5. Deployment Training.**

5.1. All members that are planning to deploy will complete both the SABC CBT and hands-on training 6 months prior to their AEF band IAW AFI 36-2644, para 2.2.

5.2. Each Unit monitor will send a list of deploying members to the Wing advisor quarterly. Deployment lists will be turned in each December, March, June and September.

5.3. For short notice deployments (less than 90 days), the Unit monitor is responsible to arrange and ensure training if the member is not current IAW AFI 36-2644 para 2.3.

#### **6. Instructor Training.**

6.1. All personnel appointed as a SABC instructor must:

6.1.1. Have an AFSC 5-skill level.

6.1.2. Successfully complete the SABC CBT (including exempt personnel), the SABC hands-on training class (including exempt personnel), and the SABC instructor course

6.2. Maintain SABC instructor teaching qualifications and instruct a minimum of three SABC hand-on training every 24 months within their unit or another unit.

#### **7. Self Inspection and Staff Assistance.**

7.1. The 911 AW SABC advisor will accomplish Self Inspections for Management of the Wing SABC Program through the Management Internal Control Toolset (MICT) annually.

7.1.1. All copies of self inspections will be filed in section four of the Wing Continuity Binder for 24 months.

7.2. All discrepancies found will have a plan of action written and be given a get well date.

7.2.1. Open discrepancies will be tracked through MICT until they are resolved and closed out.

**8. Staff Assistance Visit Inspection.**

8.1. The 911 AW SABC advisor will conduct an annual Staff Assistance Visit (SAV) on each unit SABC program. Upon completion of the SAV each unit monitor will be given a copy of their SAV report and a copy will remain in the Wing Continuity Binder.

8.1.1. At the beginning of each Fiscal Year the 911 AW SABC advisor will send a SAV schedule to each Unit monitor.

8.2. All discrepancies will be reviewed with the respective unit monitors and a get well date will be given (the get well date will be no less than 6 months).

8.2.1. If the discrepancy is not rectified by the get well date, a memorandum for record will be written and forwarded to the respective Unit Commander. All documentation on the discrepancy will be filed in section five of the Wing Continuity binder.

**9. Instructor Evaluation.**

9.1. Each instructor will be evaluated to validate quality of training IAW AFI 36-2238, para 12.1.2.

9.2. The 911 AW SABC Advisor will conduct random no-notice evaluations of unit SABC instructors at least once every two calendar years.

9.3. All instructors will be given a copy of their evaluations, and mentored on any weak areas in the instruction process (this will facilitate consistency in training and a better understanding of the material by the personnel being trained).

9.3.1. Any evaluations resulting in "Needs Improvement" or "Unacceptable" will be re-evaluated by the next UTA. If an instructor receives an evaluation of "Needs Improvement" or "Unacceptable" they are disqualified and no longer authorized to teach SABC classes.

9.4. All originals will be placed in the Wing Continuity binder.

**10. Communication.**

10.1. At the beginning of each Fiscal Year the 911 AW SABC advisor will complete a directory of all Unit monitors and Instructors (to include the Wing advisor).

10.2. The directory will be filed in the 911 AW SABC SABC continuity binder, with copies in each Unit's continuity binder (section five or the communications section of the unit binder).

**11. Monitor Meetings.**

11.1. A monitor meeting will take place quarterly (this will facilitate constant communication between the Unit Monitors and the Wing Advisor).

11.2. All monitors will bring their continuity binder with them.

11.3. Minutes from each meeting will be documented and filed in the Wing continuity binder under section five. Copies will be given to each monitor to be filed in their continuity binder under the communication section.

11.3.1. Meeting minutes will remain in the continuity binder for no less than 24 months.

**12. Tracking Training and Statistical Reporting.**

12.1. All training will be tracked through the Advance Distributed Learning System (ADLS) IAW AFI 36-2644 para 6.6.5.

12.2. Upon completion of the hands-on training portion, the unit monitor will ensure that the training dates are uploaded into ADLS for each member within five duty days or the next Unit training Assembly (UTA).

**12.3. Statistical Reporting**

12.3.1. The 911 AW SABC Advisor will update the AW SABC statistics/slide on 911 AW dashboard at least 4 hours prior to the pre-UTA Commander's Meeting.

12.3.2. The 911 AW SABC advisor will report updated monthly statistics for each unit to the MRSF/EMC.

JEFFREY S. KOZAK, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2201, *Air Force Training Program*, 15 Sep 2010

AFI 36-2644, *Self-Aid and Buddy Care Training*, 2 April 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Forms***

AF847, *Recommendation for Change of Publication*, 22 Sep 2009

***Abbreviations and Acronyms***

**ADLS**—Advance Distributed Learning System

**AF/SG**—Air Force Surgeon General

**CBT**—Computer Based Training

**EMC**—Executive Management Committee

**MICT**—Management Internal Control Toolset

**MRSF**—Medical Readiness Staff Function

**OJT**—On the Job Training

**SABC**—Self Aid and Buddy Care

**SAV**—Staff Assistance Visit

**UTA**—Unit Training Assembly